

AHCCCS NPI Fact Sheet

Revised 4/1/2008

Background

Effective January 23, 2004, the final rule regarding the National Provider Identifier (NPI) was published. CMS started assigning NPI numbers to providers in May of 2006, and beginning in May 2008 NPIs will be required.

NOW is the time to act.

Beginning with processing dates on and after 3/1/2008 AHCCCS requires you to use your NPI as your provider ID number on every claim you submit. Claims submitted with your AHCCCS provider registration number will be denied.

The NPI is NOT just a number.

While the NPI might be perceived as a simple new identifier, easy to obtain and use, the reality is that the process to make it all work is much more complex. Planning and transitioning to the new NPI involves several internal and external steps, all of which will directly affect the processing and payment of claims to providers.

Who Needs an NPI?

Any provider who performs a health care service is eligible for an NPI.

- From TCS Final Rule (45 CFR 160.103)
 - *Healthcare provider* means a provider of service as defined in section 1861(u) of the SSA, a provider of medical or other health services as defined in section 1861(s) of the SSA, and any other person or organization who furnishes, bills, or is paid for healthcare in the normal course of business.
- Individuals: Physicians, dentists, nurses, chiropractors, others
- Organizations: Hospitals, ambulatory care facilities, laboratories, HMOs, Group Practices, others
 - Subparts of Organization providers

Covered healthcare providers must obtain an NPI by the compliance date and must use the NPI in covered transactions.

- A *covered health care provider* is one who transmits any health information in electronic form in connection with a transaction covered by HIPAA.

In addition:

All health care providers who are eligible for an NPI, provide services to AHCCCS covered recipients, and who enroll with AHCCCS to receive payment must obtain an NPI.

Obtaining an NPI from CMS

Providers must obtain their NPI early enough to make this transition work and avoid processing delays!

Each individual provider and provider organization must apply and obtain their NPI well in advance of the compliance date. To date, approximately half of the providers expected to need an NPI have obtained one. Providers who do not complete this step by January 31, 2007, put themselves at serious risk of not being able to complete the full NPI transition with

all their health plans and clearinghouses, and may ultimately be exposed to possible claim processing and payment delays. To apply online go to the official secure CMS Enumeration website: <https://NPPEs.cms.hhs.gov>

Communicating NPI's

Providers must communicate their NPI's to health plans, clearinghouses.

Providers need to pay attention to health plan communications that outline what they need to do in terms of NPI reporting. Health plans and clearinghouses will depend on providers informing them about their NPIs. Providers MUST communicate their NPIs to health plans and clearinghouses they do business with as soon as they receive their NPIs.

Providers must communicate their NPI's to other providers that need them.

Referring providers, physicians that deliver services at hospital, nursing homes, or other institutional settings, providers that order tests from clinical or imaging laboratories, prescribers, and providers that order durable medical equipment supplies (among others) need to communicate their NPIs to those providers they do business with, so they can be identified in those claims. Not doing so will result in possible claim rejections or payment delays.

Provider must communicate their NPI's to AHCCCS.

An electronic mailbox has been established for providers to forward a copy of their NPI notification via email. This email address can only accept copies of the statement mailed to the provider from the NPI enumerator. Please note that the Provider AHCCCS ID number also needs to be included in the email for identification purposes. The email address is NationalProviderID@azahcccs.gov.

Other options for providers to submit a copy of their NPI number notification include mailing or faxing a copy. The provider's name and AHCCCS ID number need to be written on the copy. The information can be mailed or faxed to:

AHCCCS
Provider Registration Unit
P.O. Box 25520
Phoenix, AZ 85002
Mail Drop 8100

FAX: (602) 256-1474

NPI numbers will also be accepted via written notification. Notification must include the provider's name, AHCCCS ID number, NPI number and signature of the provider or authorized signor.

Please note - Effective March 1, 2007, all new registrations as applicable will require inclusion of the provider's NPI number prior to AHCCCS registration.

NPI Related Resources

Providers can obtain additional information about the NPI at www.cms.hhs.gov/hipaa/hipaa2. This site contains Frequently Asked Questions and other information related to the NPI and other HIPAA standards.

Providers Should Always Remember:

- The NPI is yours. It doesn't belong to a health plan or the employer you work for. And it is assigned to you for life.
- The NPI is unique. It serves to identify you uniquely across the country and with one single ID, regardless of where you practice or the type of practice you have.
- The NPI will become the only identifier. It will be the only permitted identifier used in HIPAA transactions to identify providers.
- You must share your NPI. Other entities will need to know your NPI in order to conduct business with you.
- You must use your NPI. It is required in all HIPAA transactions including claims, claim payment, coordination of benefits, eligibility, referrals and claim status.
- You must use your NPI with all health plans. Medicare, Medicaid, and all private health plans are required by HIPAA to receive/submit the NPI as the only provider identifier in electronic transactions.
- You must protect your NPI. Only in rare circumstances, such as fraudulent use, will the NPI be able to be replaced.
- You must take care of your NPI. Changes to any of the required information furnished during the NPI application need to be reported to the NPI Enumerator within 30 days of the change.
- You must still report your Tax ID to health plans. This will allow them to properly report payment information to the IRS on form 1099-MISC.

Information Resources

- CMS Main NPI Website - <http://www.cms.hhs.gov/NationalProvIdentStand/>
- Contains NPI Final Rule, FAQs, Fact Sheets, Tip Sheets, NPI Viewlet, Medicare MedLearn Articles, Enumeration Statistics.
- NPI Enumerator Website - <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
- Main site to enter an NPI application.
- WEDI NPI White Papers - <http://www.wedi.org/snip/>
- Industry NPI papers, including "NPI Impact on Providers"; "NPI Dual Use Strategy"; "NPI and Subparts"; and others.
- WEDI NPI Outreach Initiative - <http://www.wedi.org/npioi/index.shtml>
- NPI Resource Center with information resources, web links, Industry readiness assessment survey, other.

NPI: Get It. Share It. Use It.